

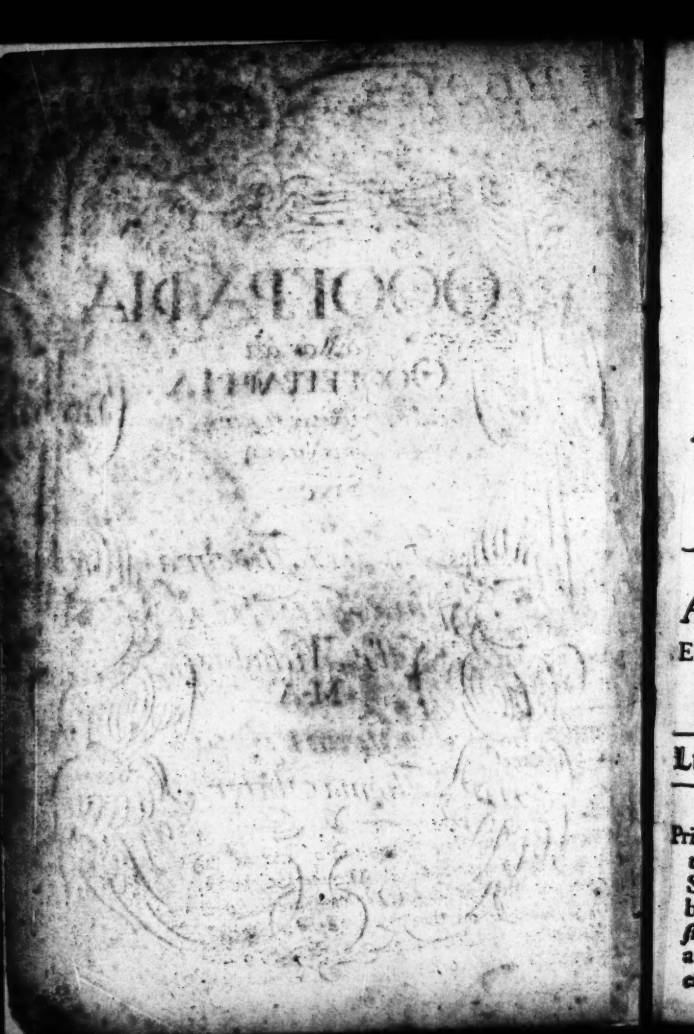
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ΘΘΟΓΡΑΦΙΑ

μαλλον αει
ΘΘΟΓΕΓΡΑΦΤΙΑ
και χαματικως
συνεσχυενη
Sive

Arts nova Theogra-
phia Inventa ab
Abr. Nicholas
M.A.

Sculpta viro & aucta a
Thoma Slater.





THOOGRAPIA,
O R,
A NEW ART
O F
SHORT-HAND.
B E I N G

A more Natural, Grammatical,
and easie Method than any yet
Extant.

38 Originally Invented by
ABRAHAM NICHOLAS, M.A.

Enlarged and Published by *Thomas Slater* :
And approved of by the Ablest Pen-Men
in *London*.

Licensed April 1. 1692. R. Midgley.

L O N D O N,

Printed and Sold by *Henry Mortlock* at the Sign of
the *Phenix* in *St. Pauls Church-yard*, and at his
Shop in *Westminster-Hall*, *W. Freeman* at the Bi-
ble over against the *Middle Temple-Gate* in *Fleet-*
street, *S. Manship* at the *Black Bull* in *Cornhil*,
and *J. Garret* at the South-side of the *Royal-Ex-*
change in *Cornhil*, 1692.

THEOLOGICAL

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THE
PUBLISHER
TO THE
READER.

Courteous Reader,

THe following *Traet* falling
accidentally into my hands,
being not fully finished by reason
of the Authors *Death*: Upon a
perusal thereof, I apprehended,
that the Explaining, Compleating,
and Publication of it, would
contribute to a general *good*: And
having consulted
several * Persons,
(to whose Judg-
ment and Learn-
ing I give a great
Deference) they appeared Con-
genial: And therefore I resolved

* Particularly Mr.
Francis Berry At-
torny at Law, who
gave me great assi-
stance herein.

so excellent a piece of *Invention* should not be buried in Oblivion. And that none might fail of *advantage* by it, those things that might seem *difficult* in it (to some Readers) are *Explained*, and *Additional Directions* given therein.

The Rules of *Contractions* are Plain, Natural, and Methodical, and so *universally useful*, that those who are Quick in Long-hand-Writing, by the help of them, will not fall much *short* of tracing a moderate Speaker *Verbatim*.

I presume, the bare Reading it will *Challenge* an *Approbation*, and a little *Practice*, *Oblige* to a more absolute *Commendation* than I give it. If the *Publick* may receive Benefit, *his Ends* are answered, who is a Well-wisher to all Men,

July 12. 1692.

Thomas Slater.

T H E

THE
AUTHOR'S PREFACE
TO HIS
Intended (though then unfinished)
WORK.

EVer since I had any inspection into the former Methods of Short-writing, I have bewailed the Imperfections thereof, considering how far short it came to the proposed End, (i. e.) the Tracing of a moderate Speaker word by word, which not one among Twenty of the Masters themselves, nor one among Five hundred Learners (by any Method hitherto invented) can do: Which thing if rendred feasible (to every ordinary Capacity) I perswade my self, that for one Learner that there is now, there will be Twenty, and (Consequently) the Encouragement to Study and Teach the same, will equal that of any other particular piece of Learning; and the publick and general Utility thereby to all degrees of Persons and Employments will be unspeakable: The furtherance of which business, is the chief design of this Tract. About ten years ago I had conceived some Notions which I judged might be useful in Short-writing, but fancying that some other

The Author's Preface.

hand might perhaps be busied about the like Nations and Inventions, I wholly neglected my own Conceits; expecting by the help and hand of some other, to see the Art arrive at its designed Port of perfection, or at least to be brought to that pass, as to be past my skill to mend it: But having searched all the Printed Authors that I could light on, upon that Subject, and missing my Expectation, I fell again into my old Melancholy Fit, Bemoaning, that so excellent an Art was so little enriched by the Contributors, (or rather Pretenders) thereunto, of whom some have offered nothing new but an Alphabet: And that no otherwise new, than by giving the old Characters new Names and Places.

One main Reason of this Misfortune, (as I conceive) may have been, That some who have been esteemed none of the meanest of the Managers of this Affair (having grounded upon a wrong Hypothesis) have chosen an unfit Medium: For Mr. Rich (as it seems) taking, or rather mistaking the Design to be the Writing much in a little Room (as a Scholar of his has express'd it) thought the only means to effect this was, to write by Sentences, (i. e.) (to use a Symbolical Character for a whole Sentence) And therefore having Framed, or Collected in his Fancy a great many Sentences, he invented a great Number of Rules for the Contracting of those Sentences, which

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which (however they may seem pretty Fancies) do when they come to Practice, utterly fail in the main end, (i. e.) Speedy-writing: But for all that, Mr. Rich's Contractions were for some years accepted with great Applause, and some others have been tampering upon that Foundation. And lately, one Mr. A. Y. (in his Preface to the Reader, line 23.) Confesses, That he owes the Embrio of his Work to Ingenious Mr. Rich.

But to our purpose: I say that Rich's Basis is too narrow for his Building, and his Rules are too many, and too particular to be applied to so general an Use, as I would have Short-Writing to be of. Wherefore I say, that Writing by Sentences, whether it be by Symbolical Characters, or by Rules, is not the way to bring Short-Writing to Perfection: for the Design is not to write much in a little room, but much in a little Time, and to Trace our Speaker word by word. Not the sparing of Paper, but of Time is intended. I well know it to be an easie matter to Collect hundreds of Sentences, and then find out Rules to write them by, if, when that is done, I could get an Injunction for my Invention, to Injoyn the use of them to all Speakers: But is it not an idle thing for me, to trouble myself to Learn, and Charge my Memory to retain a multitude of frivolous Rules to write Sentences by, when every Speaker is at liberty to Use, Refuse, and alter them

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them at his pleasure? And there is hardly any Sentence, consisting of two or three words, but is capable of more Variations than there are Words in it. The most common Sentences, are those consisting of two Substantives, with [of] between them, (the later of which in Latin, is the Genitive Case) and to these kind of Sentences most of Mr. Rich's Rules are applied.

And indeed, it is more frequent in our Tongue to say, the King's Laws, Children Subjects, &c. than to say the Laws Children, Subjects of the King. In Scripture Phrase (I confess) the former is more frequent; but in our common Discourse the later prevails; and we must apply our selves to both of them. But this is not all the Variation these kind of Sentences will admit; for there is also an Est ubi vertitur in Dativum, [e. g.] Servant to his Master, Son in Law to a Governour, &c. Sometimes also an Adjective is put between two Substantives: As, A Servant to a Cruel Master, Son of a Rich Man, The Laws of our God, &c. Now when any of these Alterations happen, I must either forsake my Speaker, or my one Rule: If the first, I lose my End: If the later, I am put to a Non-plus, by being not ready to express the Sentence otherwise than by my having had a dependance upon this Rule, which (in this case) fails me. And how puzzling it is in such a Case, to have the Fancy wavering

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wavering, I leave to every ingenious Practitioner to Judg. And there is another Inconveniency in Rich's Rules, that they propound divers ways for doing the same thing, (i.e.) Sometimes you must Write by his Contractions, and at other times the like Sentences word by word, (if it happen by the Speaker to be altered in the least :) And were it not far better therefore to write after our Speaker, and follow him word by word, which generally may be sooner done, (yea, tho the word should be spell'd to the end) than in Rich's way of Contractions? being by their excessive Number troublesome to the Memory; and which the Writer himself (in a short time after the Writing) is unable to remember, and so cannot read his own Writing: Frustra fit per plura quod fieri potest per pauciora. Another Inconveniency is this, That I must stay till a Sentence (sometimes of 3, 4, 5, 6, 7, or 8 words) be pronounced, before I begin to Write: And here the Fancy is put upon a double Work, (i.e.) It must intend the Writing the whole Sentence (which the Speaker is uttering) and at the same time be busied in calling to mind the difficult Rule and Character particularly Applicable to the Writing thereof, if possibly, whether such a Rule or Character will express the same, or if not, whether the said Sentence is to be written word by word, unless I can perswade the Speaker to carry for me: And how few Memories are capable

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pable of this double Charge, videlicet, of taking first a long Sentence into the Memory, and then delivering it out afterwards in Writing, I leave to Consideration. But the Speaker ought to be followed word by word (if possible.) To the end, that a word should no sooner fall from his Mouth, but it should be Transubstantiated into Ink: And then the Memory is not charged.

A fourth Inconveniency in Rich and his followers way of Contracting Sentences, is the multitude of Rules, and their seldom use, (as is partly touched before.) For the perfection of an Art consisteth in the paucity of its Rules: And the excellency of its Rules consists in the generality of their Use. Now Mr. Rich's Rules seem wholly to be suited to Scripture Phraseology; and it may be the main Reason which moved him to Invent them, was to write the Bible, Psalms, and New Testament, which he has Printed in his Characters. For, I confess, if the business were only to Transcribe, it might signifie something: But then too it must be applied only to one Subject, (i. e.) that for which the Rules are contrived: For if it comes to new Matter, then the Phrase being changed, the Rules will be of little or no use: Nay, if but the Author be changed, and the Subject the same, yet the Style will be so altered that the Rule will fail. And I am perswaded, that in some whole Sermons, not one of Mr. Rich's

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48 Rules (for so many Mr. Stringer makes of them) shall come once in use: For many of them are scarce applicable to two Instances, and some of them hardly to one: (e. g.) in his 20th Rule, [Women of God] a Sentence one shall not often hear. Again, in his 20th Rule, (according to Mr. Stringer) To lay hold on the Worship of God, for this you must write [g] for God, and then (in a very good order) three Tittles behind it, at the lower corner, for Worship: Then last of all, (which should have been first) a tittle over the Adjective (as Mr. Stringer tells you) stands for [To lay hold on.] I confess, when first I read the Directions to this Rule, I was much perplexed: For I looked down all along the Column, and could not find an Adjective there, until casting my Eye upon the Collateral Column, where the tittle standing on the Top of the said Letter [g] gave me notice, that Mercy, Love, Power, and Worship, were taken for Adjectives; which is a very strange and odd direction, and must needs much charge the Memory. But to our business, let any one read but the Lords Prayer and Ten Commandments (which he may find at the beginning of Mr. Rich's Book) and see how many Contractions he can find in them; and so judge of the rest. Not to say any thing of the difficulties of Learning half a hundred Rules (memoriter) where there is nothing to help the Memory; or of the Impossibility of retain-
ing

The Author's Preface.

ing them (by reason of their seldom Use) nor of the Coincidence and Ambiguity which often happens amongst them, nor yet of the preposterous Order in Contracting the beginning of Sentences, and so Writing that last which was first spoken. But to make these things more Intelligible, Short-Writing must be of a general Use; it must not only be Short, but Swift: For we must trace the Speaker Verbatim, (if we can.) We must not reduce his words to Sentences of our own framing, but take them in their own Phrase, (let the Subject or Matter be what it will.) To this end we must choose a General Medium, (i.e.) To write verbatim such Words, as may enable us to read the very words which every Speaker is ty'd to use: But the composing them into Sentences, or to make Symbolical Characters for Sentences, not varying from the Sentence spoken, is the work of every Genius. And therefore I say,

Si quid novisti rectius istis
Candidus Imperti; Si non, his utere mecum.

When

READER,

WHen this excellent piece of *Short-hand* came first to my View, it pleased me beyond any thing I ever saw of this kind. The Author (when living) was a person of great *thoughts*; having in this *Book* laid down such *Grammatical Rules* for the Art of *Short-writing*, as are deduced from true Reason, and a solid Judgment: Whereas all the *Short-hands* hitherto Extant (that ever I saw) are mostly the product of a fanciful inventive Brain, to write by Symbols, and many Knacky *Contractions* by the Alphabet Sentences, &c. which in the general is not applicable to the true design of Short-writing, viz. Taking word for word, unless the Authors of those Fancies could procure a Patent for their Invention, to oblige all Preachers and Speakers, in their Discourses and Sermons, to use Phrases and Words suited to such Contractions and Fancies; which is *morally impossible*; since Experience tells us, that Mens Language and way of Expression, is as different as their Faces. I am of this Author's Opinion, they have all mistook the point, thinking the excellency of Short-writing, was to write a great deal in a little room; which produced such swarms of Contractions from Mr. Rich and his followers; and all Short-hand-writers ever since his time:

For

For the true Art and Design of Short-hand,
is not (*John Troduscant in a Nut-shell, or with
Mr. Rich*) to write a Sermon in the 48th
part of a sheet of Paper: It is not to write
much in a little room, but to write *much*
in a little *time*; and to trace an *Orator*
word by word: Not the sparing of Paper
but of Time. *This* hath also further to
recommend it, That this *Short-hand* is as
applicable to take a pleading at the Bar,
as well as a Sermon from the Pulpit; the
Authors design being to Contract Words,
not Sentences. And it hath this further
Excellency above all others, that its *Rules*
are applicable to the *Alphabets* of *Rich*,
Metcalse, *Facy*, *Hopkins*, *Mason*, or any
other Short-hand-writer whatsoever; inso-
much, that any one may apply these *Rules*
without altering their *Short-hand Character*.
This method must needs be capable of vast
Improvement, especially to the *Learned*: I
have not further to add, but recommend
you to the perusal of the Book, where the
Ingenious will find a large Field to gather
up the *Art* of Short and Swift-writing, to a
greater degree of Perfection, than anything
of this Nature could ever yet arrive unto,
that I have seen,

April 30. 1692. JOHN AYRES:

In

In Libellum cui Titulus *Thoographia*, ab
Abrahamo Nichols, conscriptum; elimatum
verò, auctum & editum à *Thoma Slater*.

PArve quò tendis Liber? hanc in Urbem:

Perge, non est ut vereare quicquam;

Sis licet claro patre destituta

Posthuma proles.

Fare, an ut possit calamus citato &

Præpeti cursu comes esse Lingue?

Quelibet vox continuò ut lique scat

Sepiam in atram,

Creditu indignum, nisi probè nossem

Inclytam hanc Artem super esse structam.

Regulis lectis, adeò & paratis,

Ut nihil ultra.

Quam quidem nullo pretio licetur,

Hoc genus quicquid fuit editum olim,

Quilibet doctus, Methodo fruens hac

Grammaticali.

In tuas laudes paribus Camænis

Artis, ô clarum decus! ire? Quisve

Numine afflatus valet in tuas in-

singere laudes?

Quo tuam, Regem, simul atque Vatem

Credere est, Artem, cecinisse David

Ore, Scribentis calamus paratum

Qui celebravit.

O Liber salve! Tibi gratulamur

Ufibus tot, tam variis, futuro

Utili: Grata ô venias in Urbem

Posthuma proles!

R. AINSWORTH.

WE whose Names are here-
unto subscribed, having
perused the following Treatise about a
new Method of Short-hand, and ap-
proving it as a very ingenious Contri-
vance, much excelling any Tract of
this kind; and concluding that it
may Conduce greatly to a publick Uti-
lity, Do therefore commend it, as
deserving a general Acceptance and
Encouragement.

John Smith.

John Seddon.

Richard Allein.

William Norgate.

Thomas Rodway.

John Dundass. *Epsom*

For I would not seem causlessly to innovate. In the Choice of an *Alphabet*, only two things are regardable, (that is to say) conveniency of *Joyning*: And that those

B
Letters

Letters which come oftneft in ufe may be moft eafy to be made.

Under the *Diphthongs* in the Table are fhewn the *Vowels* places. And tho' the Vowels (the ufe whereof I wholly omit) are not in the *Alphabet*, yet I obferve their places as follows, (that is to fay) the Vowels [i] and [e] (becaufe they come neareft in found) I have placed together, even with the upper-part of every Letter or (Character) in the *Alphabet*, towards the Right Hand thereof, and the place of [a] is juft againft the middle of the Letter or (Character) on the fame hand. The place of [o] is even with the lower part of the Letter (on the fame hand;) and I have affigned the place of [u] to be exactly under the Letter or (Character) as may be feen in the Table.

Note, that the aforegoing *Rules* for the Vowels Places are General, and are to be applied in the aforefaid form and order to all the Letters or Characters of the *Alphabet*, (the Character for [N] only excepted) The Vowels places, about which Letter, are to be as in the Table appears.

The placing of the Vowels in this *Form* and Order is done by the peculiar Fancy of the deceased Author, who by long Experience found it to be the beft way fo to do. Nevertheless, if the Ingenious Practifer

Printer shall (after perusal of this Work) think it more ready or expedient for him to use the place of the Vowel [a] where the Author has directed, [i. e.] to be placed (that is) even with the Head of the *Character*; and to place [i. e.] or rather [e. i.] in the middle of the Character; he may (if he thinks fit) place and use the same accordingly.

The same Order set down in the said Table of the Vowels places are to be used about the Characters of the Double and Treble Consonants in the same Table: As also about the Characters for the Prepositions, or beginnings of Words, (written in the lower Part of the Second Table, in the first Column thereof.) And also in the first Columns of the Third and Fourth Tables.

Next unto the aforesaid Tables of Prepositions (that is to say) in the first and third Columns of the Fifth Table, there are Seventeen *Initial* Characters; I mean convenient Characters for the beginning of every such *English* Word as begins with a Vowel; every one of which *Initial* Characters doth and is to comprise and stand for the First Vowel and Consonant of the Word to which it shall be applied: And after any of those *Initial Characters* are written, then to express the rest of that

Word, you are to observe the Vowels places about the said *Initial Character* in such like Form and Order as is before directed for the Vowels places about the Letters of the Alphabet, double Consonants or Prepositions, as if the said *Initial Characters* were Letters or Characters of the Alphabet.



I



THE ALPHABET

a b c d e f g h i j k l m n o p q r s t u v w x y z
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

DIPTHTONGS

ai, au, ea, ei, ey, ua,
 ea, ee, ei, ey, eo, ue
 ee, oi, ui,
 eo, eu, oo, ou, ou
 eu, ey, ea, ea, ea, eo, eo, ui

} were reduced to }
 a
 e
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 u

The Vowels places

B^{ic}_u M^{ic}_u N^{ic}_u a^{ic}_u H O^{ic}_u

Double & Treble Consonants

bl	l	gn	sp	of	sch	oe
br	t	gr	sq	og	scr	or
ch	g	kn	st	ot	shr	oo
d	c	pl	el	sm	skr	om
er	c	pr	th	b	spl	oe
dr	y	sc	tr	/	spr	of
dn	r	sh	tr	L	str	or
fl	l	sl	nh	b	thr	b
fr	L	sm	ror	v	thro	b
gl	r	sn	.	th		



Of the use of Vowels places

i	by be...	ɪ	bind...	ɪ	bend...
ɪ	ba bay...	ɪ	bake...	ɪ	bayl...
ɪ	bo bon	ɪ	bond...	ɪ	bold...
ɪ	bu...	ɪ	bush...	ɪ	but...
ʌ	lamb...	ʌ	spurn...	ʌ	School...
ʌ	brim...	ʌ	lump	ʌ	Snuff...
ʌ	dress...	ʌ	made <small>del de</small>	ʌ	three...

How Diphthongs are written in the simple Vowels places

see sea	ɪ	saith...	ɪ	laid...
say saw	ʌ	Sout...	ʌ	joyn...
sue...	ɪ	boast...	ɪ	loud...
fiend...	pe	people and so of the Rest		

THE PREPOSITIONS

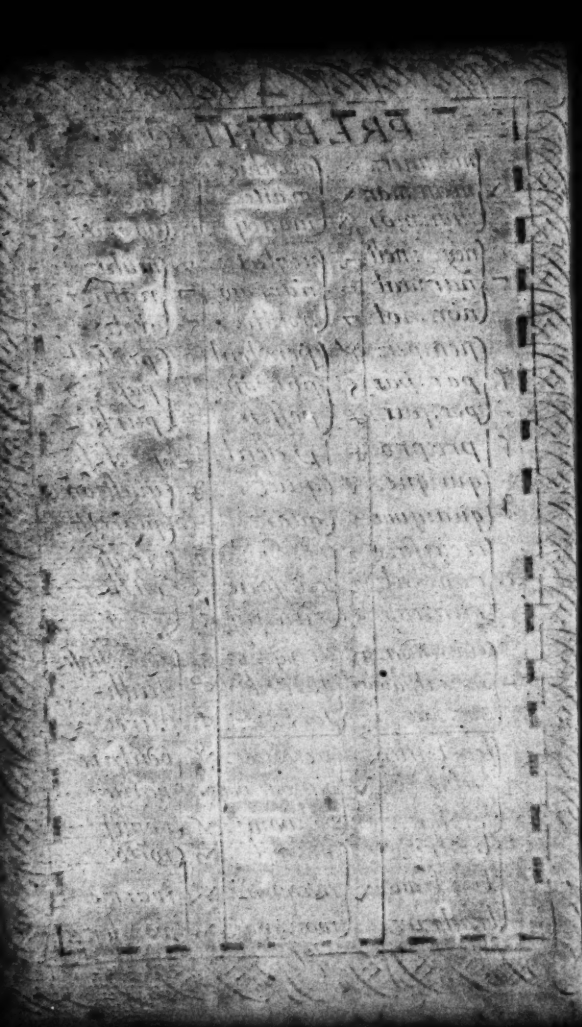
bes:bet	ɪ	beseech...	ɪ	betray...
ban:bar	ɪ	banish...	ɪ	barren...
bor:bur	ɪ	borrow...	ɪ	bury...
com...	ɪ	commā	ɪ	common
con...	ɪ	confess...	ɪ	convert

PREPOSITIONS

e	{ circum:car	e	{ circum:cise	e	{ circum:spat
	{ can:car	e	{ can:ion	e	{ carnal
	{ cor:cir	e	{ correct	e	{ curse
	{ dis:des	2	{ defend	f	{ disciple
1	{ dam:dar	1	{ damn	1	{ dark
	{ doc:dom	1	{ dock	1	{ dominion
	{ fin:fir	1	{ finger	1	{ firm
1	{ fal:fat	1	{ false	b	{ father
	{ for:fur	1	{ forgive	b	{ further
	{ gil:gen	1	{ guilt	v	{ gentle
1	{ gal:gar	1	{ galilaa	1	{ garden
	{ god:gos	3	{ good	b	{ gos pel
	{ hin:hel	h	{ hinder	h	{ help
h	{ hal:har	h	{ half	h	{ harme
	{ hon:hor	h	{ honour	h	{ horrow
	{ jes:jer	1	{ jesus	1	{ jerusalem
1	{ jan	1	{ jan	h	{ jangle
	{ jus:jud	v	{ just	h	{ judge
	{ kil:kin	n	{ kill	n	{ king
n	{ kna	n	{ knave	n	{ knap
	{ knoc	n	{ knoc	n	{ knock
	{ lib:len	v	{ liberal	v	{ lend
v	{ lau:n:lan	v	{ laud	v	{ larv
	{ lon:lor	v	{ long	v	{ lord

PREPOSITIONS

mis:mer...	2	mischief...	2	mercy...	2
man:mar...	2	maner...	2	marry...	2
mon:mor...	2	money...	2	moral...	2
neg:necl...	2	neglect...	2	neuter...	2
nar:nar...	2	narrow...	2	nature...	2
nor:not...	2	north...	2	note...	2
pen:per...	2	penitent...	2	perfect...	2
par:par...	2	pardon...	2	passion...	2
pos:pur...	2	possess...	2	pursue...	2
pre:pro...	2	present...	2	profess...	2
qui:que...	2	quiet...	2	question...	2
qua:quar...	2	quake...	2	quarrel...	2
rec:ref:ras...	2	reckon...	2	refuse...	2
ran:rat...	2	ransom...	2	rather...	2
run:rus...	2	runing...	2	rust...	2
sin:sen:ser...	2	sing...	2	sence:seuse...	2
sac:sat:sav...	2	sacred...	2	sailth...	2
sar:sur...	2	sort...	2	sure...	2
tem:ten:ter...	2	ven:ver...	2	venture...	2
tal:tar...	2	val:van:var...	2	value...	2
tor:tur...	2	vol:vom...	2	vomit...	2
tri:tre...	2	wil:wel...	2	wilde...	2
tra:trans...	2	wan:war...	2	warne...	2
tro:tru...	2	won:vor...	2	wonder...	2



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CHAP. II.



THE Contrivance of the Characters for the *Prepositions* (or Beginnings of Words) in the lower part of the Second Table, and in the Third and Fourth Tables was

taken originally from the *Alphabet*, (for the first Letter of every *Preposition* is for the most part the very Letter in the *Alphabet*) So the *Preposition* or beginning of the Word [*beseech*] is [*Bes*], and the first Letter of that *Preposition* is [*B*], for which our Character in our Alphabet is [*1*.] But in regard there is occasion to make a plain *Distinction* and Signification of the said Character [*1*] to express the *Preposition* [*Bes*] or [*Bet*]; and the *Prepositions* [*Ban*] or [*Bar*]; and also the *Prepositions* [*Bor*] or [*Bur*] these Directions and distinguishing Marks are to be followed, practised and used.

First it is to be Noted, That a small *Initial Stroke* or Touch of the Pen is to be added to the Letter of the Alphabet, (which is appointed to be written and used) to make or express the *Preposition* or Beginning of the Word intended to be written. For Example, The Letter [*1*] is de-

signed to express the Preposition [*Bef*] To do which, a small *Initial Stroke* or *Additional Touch* of the Pen is made at the Head of the said Letter (1), and is joyned to and with the same Letter (1) when you first begin to write or make the same for an intended Preposition; as in the Margent or first Column of the Lower Part of the Second Table is plain to be seen: The which Additional Stroke (or small touch of the Pen) together with the said Letter [*B*] is appointed and design'd to be a *Common Character* for the Writing or expressing all the Prepositions beginning with the Letter [*b*] in the said Table mentioned, (that is to say) [*Bef-Bet-Ban-Bar-Bor-Bar*].

Secondly, To Inable you to write and distinguish the Six last mentioned *Prepositions* (one from the other) you are to suppose and imagin that you write your Characters upon a Line (as most Writers, nay, I think all good Writers of Words at length usually do :) And then if you are to write the Prepositions [*Bef*] or [*Bet*] you are to write and place the before-mentioned *Character* (1) (the Additional or *Initial Stroke* being added) a little above the said Imaginary Line, which (in such case or position) stands for, and signifies the Preposition [*Bef*]: And the same *Initial*
or

or Additional Stroke added to the Letter [i] (written or placed a little above the Line as aforesaid) doth also stand for, and signify the Preposition [Bet]: And you will find it no Inconvenience (in your Writing or Reading) that one Character is applyed to express two Prepositions, to wit, [Bet] or [Bet.]

And if you are to write or express the aforesaid two next Prepositions, to wit, [Ban] or [Bar]; you must write and place the said Character [i] (the Additional Stroke being added) upon or in the said Imaginary Line.

In like manner if you are to write or express the Prepositions [Bar] or [Bar] you must place the aforesaid Character [i] (the Additional small stroke being added) below or under the said supposed or imaginary Line.

Thus you see the making and Use of the rest of the Prepositions or Beginnings of Words in the lowest part of the said Second Table, and in the said Third and Fourth Tables, are all governed and ordered by one Maxim and *Direction* (that is to say) to make or add a very small additional stroke, joyned with the Letter of the Alphabet, which is the first Letter of the Preposition (or beginning of the Word) to be written.

Except only out of this general Rule the Symbols or Characters in the said Tables, appointed to be used for the Prepositions [*Circum-Car-Can-Cor-Cnr.*]

Also the Symbol or Character in the said Table, appointed to stand for the Prepositions [*Hin-Hel-Hal-Har-Hon-Hor.*]

Also the several and respective Symbols to express the Prepositions [*Jes-Fer-Jan-Jus-Jud.*]

And for [*Pre-Pro*]: And for [*Ran-Rat-Run-Rus*]: Also for [*Tri-Tre-Tra-Trans-Tro-Tru*]: And for [*Wit-Wet-Wan-War-Won-Wor.*]

Nevertheless you are to observe and use the Situation, *Placing* or Writing these Symbols (without any additional stroke) in the like place, and in like manner and form as you are before directed to do concerning the making and writing the Prepositions (or beginnings of Words together with the said small Additional stroke.)

There are some Directions before given touching the 17 *Initial* Characters in the *Fifth Table*; to which this Direction or Note is thought fit to be added, *viz.* That almost every one of the 17 *Initial* Characters in the 5th Table doth stand for Five Vowels, comprizing the next Consonant; and they are to be distinguish'd by placing them above, or in, or under the Line, (to express

press their respective Syllables in the said *Tables* set down) as the Characters for the Prepositions are before directed to be placed. For Example, The *Initial* Character to express [ib] or [eb] is to be written above the Imaginary Line. The same *Initial* Character being placed on, or in the midst of the said Imaginary Line, stands for [ab]; and being placed under the Line, it stands for [ob] or [ub.] *Et sic de ceteris.*



CHAP. III.



WHEN you have perfectly learned the *Alphabet*, the double and treble *Consonants*, the *Vowels* places, the *Prepositions*, and the 17 *Initial Characters*: I say, when you can write them very readily (*memoriter*) then you may proceed to write those whole Words which are placed in the First Part of the second Table (for your Imitation:) In the writing of which Words you are to observe, that the *Vowels* (being wholly omitted) they are supplied, first in the middle of Words, by placing the following Consonant in the Vowels place of the foregoing *Character*, whether the said foregoing Character be a *Consonant* or *Preposition*. As for Example, Suppose I were to write the Word [*bind*] First I make the Character for [*b*], as may be seen in the first part of the first Column of the 2d Table, where the aforesaid Character for [*b*] being written, (because I would make it plain and intelligible to the meanest

Ca-

Capacity) I have distinguished the places of the Vowels about the same, by a Period or *Tittle* on the Right Hand of that and the other Characters there written: In which places of the aforesaid *Tittles* I write the Character or Characters for the residue or remaining part of those Words. As for Example, I write the Character for [n], together with the Character for [d] joyned unto it, in the place of that *Tittle* which standeth even with the upper end of the first Character [b], which signifies the place of the Vowel [i], so it makes [bind.]

Note, I seldom observe any place for the Vowel [e], but joyn the next or following Consonant to the former. And when this cannot conveniently be done, I observe the place of the Vowel [i], without any difficulty in reading. As for Example, Suppose I were to write the Word [delve], I write first the Letter [d], to which I joyn the Letter [l] at the foot of the [d], without observing the Vowel [e's] place, as in the 2d Col. of the 2d Table.

And to write the Word [bake], or the like, place the Character for [k] in the second *Tittles* place, which sheweth the place of the Vowel [a], and it is [bake], as may be seen in the 2d Column of the first part of the 2d Table. Understand the like of the Prepositions, that is, when any Cha-

Character for a Preposition is written, then place the Consonant immediately following the next Vowel, in that Vowels place, as may be seen in the Words [*beseech*] [*banish*] in the lower part of the Second Table.

If two *Vowels* come together in the middle of a *Word*, (and in the *Spelling* are Inseparable) then they are called *Diphthongs*; and for the writing of them, one general *Rule* may suffice, (that is to say) you must write the following *Consonant* in that *Vowels* place to which the *Diphthong* comes nearest in *sound*: (As for Example) If you are to write the Word [*Faith*], then you must make the Character for [*f*] as before: And because [*i*] is scarcely founded, you must place the following Character [*t*] in the place of the *Vowel* [*a*] to which [*t*] you must add [*h*], and it will be [*Faith*.] The like Order is to be observed in writing all such kind of Words, (as may be seen in part of the Second Table, where divers Words are written, in which Diphthongs are used.) But because none shall be puzzled, I have reduced all such kind of Diphthongs to their simple Vowels, (that is) to such Vowels whose places they are to be written in; as you'll find them more plainly in the first Table, just under the Alphabet.

But

But if two *Vowels* come together in the middle of a *Word*, and are divided in the *Spelling*, and so make two *Syllables*: Then you must make a *tittle* in the first *Vowels* place, and follow that *Tittle* with the next *Consonant* of that *Word* parallel with the *Tittle*; For the first *Vowel* being noted by the *Tittle*, the next *Vowel* (tho omitted in writing) will easily be found and supplied: For the doubt cannot lie but in the *sounding* of the two *Vowels*.

In the next place, the *Vowels* are supplied at the beginning of *Words* by the aforementioned Seventeen *Initial Characters* [Table 5.] And after you have written any of those Seventeen Characters, you are to observe the *Vowels* places, and to write the residue and remaining part of the *Word* after the same Order and Method as before directed for the *Consonants* and *Prepositions*. [See the 2, 3, 4, and 5th *Tables*] But I would have none (as yet) to practise the Writing of any *Words* out of the aforesaid *Tables* that may seem very difficult to them; for that they are mostly written and contracted by *Rules* afterwards to be learned in the following part of this *Book*.

Note, that if it should so happen, that after any of the aforesaid *Initial Characters*, or a *Character* for a *Preposition*, shall be written

ten, there yet remaineth a different *Consonant* next to that which is included in the said *Initial Character* or *Preposition*, then that *Consonant* must be joyned to the said *Initial Character* or *Preposition* in that Form and Order as is done in making the double and treble *Consonants*. And (if conveniently you may) you are (in writing the rest of the Word) to observe the *Vowels* places about the latter *Character*; (that is) if it fall out (when they are joyned together) to be such a *Character* as will admit your observing the *Vowels* places about it: But if it fall out that you cannot conveniently observe the *Vowels* places about the latter *Character*, then you are to observe their places about the said *Character*, and the said following *Character* so joyned together. The like Method is to be observed after in the writing of the double and treble *Consonants*.

Lastly, If a *Vowel* end a Word, and there is a necessity that it should be expressed, then make a *Title* in that *Vowels* place. As to distinguish the [Fire] from the word [Fir] or the like.

C H A P. IV.



GIVES short Directions touching such Grammatical *Parts of Speech* (or Words) as are needful to be understood for the rendring the following *Contractions* used in this

Art, to be more effectually *useful*, (that is to say) a *Noun Substantive*, a *Noun Adjective*, a *Pronoun*, a *Verb*, a *Participle*, and an *Adverb*. Every *Noun Substantive* (or a Word called a *Noun Substantive*) is such a Word as hath or may have these Signs or Particles [*a*] [*an*] or [*the*], (with good Sense placed or put before it) As [*a Man*] or [*Men*] [*an Angel*] or [*Angels*] [*the House*] or [*Houses*.]

A *Noun Substantive* is a Word that hath alone and by its self a sufficient *fulness* to be understood. As you may know what I mean by [*a Horse*] or [*Horses*] [*Meat*] [*Drink*] or the like; without the Addition of any *Epithet*, or Word (called an *Adjective*) to set forth the quality of the *Noun Substantive*. As a [*Fine Horse*] [*a good Man*]

Man] [*wholsom Meat or Drink.*] Which Words [*fine.*] [*good*] and [*wholsom*], or the like, are commonly called Epithets or Adjectives, &c. and of themselves are not of sufficient fulness to make any sensible Sentence or Independent Word; which alone can have a full and perfect Signification, unless they be severally and respectively joyned to a Substantive (or a more Substantial Word) as aforesaid. There are two Numbers, the *Singular* and the *Plural*; we call that the *Singular Number*, when a *Noun Substantive* expresses no more than one thing, as a [*Horse*] a [*Man*] &c. But when more is expressed, it is called a Substantive of the *Plural Number*, as [*Horses*] [*Men*], and the like.

There are three Degrees of Comparison, which are thus to be known and distinguished (that is to say) by adding the Syllable [*er*], or the Syllable [*est*] to an Epithet or Adjective. If you add [*er*], it is called the *Comparative Degree*. If you add [*est*] it is the *Superlative Degree*. As for Example, Let the Epithet or Adjective [*happy*] be compared (or advanced in degree) thus [*happy*] [*happier*] [*happiest.*] Here [*happier*] is the *Comparative*, and [*happiest*] the *Superlative Degree*.

Though some Adjectives cannot be in such manner compared, as [*good*] [*better*] [*best*]

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307

[*best*], Or [*bad*] [*worse*] [*worst*.] Yet in our Contractions you may write the same, as if they might be so compared: For in your reading thereof afterwards you may easily distinguish the same.

As concerning the Pronouns, (or Particles, commonly used with, and before Words called Verbs) they are particularly enumerated and taught in the First Part of the Sixth Table.

Every *Verb* (or Word called a Verb) hath, or may reasonably have, some small Word or Particle next and immediately placed before or after it, which *Particle* doth either concern the *Person*, or the *thing* spoken of.

As First, For the *Persons*, I *go*, Thou *goest*, He *goeth*; We *go*, Ye *go*, They *go*: Here the Word [*go*] is a *Verb*, and known to be so by one of the aforesaid Words or *Particles* placed before it.

Again, I *am*, Thou *art*, He *is*; We *are*, Ye *are*, They *are*. Here the Words [*am*] [*art*] [*is*] or [*are*] is known to be (and called) a *Verb*, because one of the aforesaid *Particles* is absolutely needful to be placed before or after it.

Note, That there is often-times placed between the said *Particle* and *Verb*, one of these Words, (that is to say) *may*, *can*, *might*, *could*, *would*, *should*, *ought*, *shall* or *will*.

will. As I *may* have, I *can* have, I *might* have, I *could* have, I *would* have, I *should* have, I *ought* to have, I *shall* or *will* have, &c. And sometimes the *Participle* [to], as to go, to run, to do, &c.

Secondly, As to the [Thing.] A *Noun Substantive* stands before the *Verb*; And sometimes a *Noun Substantive* with an *Adjective* stand before a *Verb*; as [*Virtue exceeds Beauty.*] Here *Virtue* is a *Noun Substantive*, and [*exceeds*] is a *Verb*. Good *Men* are scarce. [*Good*] is an [*Adjective*], [*Men*] is a *Substantive*, both which are placed before the *Verb* [*are.*]

A *Participle* (or Word called a *Participle*) is of the same *Nature* as an *Adjective* in its insufficiency to be understood, unless it be joyned with a *Noun Substantive* in the reading or *Sense*. But in the quick writing of our *Short-hand*, there is occasion for you to know and distinguish our *Participles* from *Adjectives*, which may be done mostly by taking notice of the *Termination*, or last *Syllable* thereof: That is to say, Our *Participles* end with these *Syllables*, [*ing*] or [*ed*]; or with the Letter [*n*]: As for Example, *Loving, Loved, Slain.*

Such Words called [*Adverbs*] (as are in this Art to be taken Notice of) always end with the *Syllable* [*ly*], as [*Friendly*] [*Hardly*] [*Equally*] [*Wilfully*] &c.

The

The before mentioned Words called [*Adverbs*] may be known and distinguished from the Words called Epithets or *Adjectives* thus, viz. If the Word ending in [*ly*] be joyned in reading, or coupled in *Sense* with a *Noun Substantive*, then every such Word ending in [*ly*], is to be termed and called an Epithet or *Adjective*. But if the Word ending in [*ly*] have no *Noun Substantive* joyned with it in the reading or *Sense*, then the said Word ending in [*ly*] is to be called and termed an *Adverb*. As for example, You are *Friendly Men*, You speak *Friendly*. The Word *Friendly* is an *Adjective* when joyned to the *Noun Substantive* [*Men*]. But it is an *Adverb* when used in this or the like Sentence, [You speak *Friendly*.]

C H A P. V. Year [1640]



N the First Line of the Sixth Table (of *Pronouns*) you find these Words, (that is to say) [*I, Me, My, Mine.*] To write and expresse which Words in our *Short-hand*, you are only to make a *Tittle* over the *Imaginary Line* on which you write. The which Line is before spoken of in *Chap. 2.* In the next place, under the aforefaid Line of this Table, these *Pronouns*, [*Thou, Thee, Thy, Thine*] are expresse, by making a *Tittle* on (or equal with) the said *Line*. And in the Third Line of this Table, [*He, Him, His, Her, Hers*] are to be expresse by making a *Tittle* under the said *Line*.

In like manner to expresse the *Pronouns*, [*We, Us, Our, Ours*] (in the said Table) you are to make two *Tittles* above the said *Line*. And to expresse [*Ye, You, Your, Yours*] you are to make two *Tittles* on (or equal with) the *Line*: And to expresse [*they, them, their, theirs*] make two *Tittles* under



6

PRONOUNS

I, me, my, mine;	we, us, our, ours,
thou, thee, thy, thine ..	ye, you, your, = s
he, him, his, he, s	they, them, their, theirs,

{ this, these	{ which	{ it
{ that	{ what	{ self
{ those	{ whom, whose	

Auxiliary verbs Signs of Moods & Tenses are Written thus

do, dost, doth	am, art, are
did, didst	be, is , been
have, hast, hath	will, were
had, hadst	was, wast
shall, shalt	would, wouldst

might	can, canst
may	could, couldst
must	let
ought	so this, other
should	so that =
	when would to God

unc
obl
Ta
[th
Ch
[th
and
also
in l
[wh
Wo
exp
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of M
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woul
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be e

under the Line. The like Order is to be observed in writing the *Character* in this Table appointed to stand for the Words, [*this, these, that, those*] by setting the same Character *above* the Line for [*this*] or [*these*]; and on, or in the Line for [*that*], and under the Line for [*those*.] There is also in the said Table a Character to be used in like manner to express the Pronouns, [*which*] [*what*] [*whom*] [*whose*.] But the Word [*it*] hath a peculiar Character to express it. And the Word [*self*] hath the like.

The Words in this Table (that next and immediately follow the said *Pronouns*) Intituled to be [Auxiliary Verbs, and Signs of Moods and Tenses] (beginning with the Word [*do*], and ending with the Word [*been*], are to be expressed by Writing the Symbols or Characters in the Table appointed to be written for the same. But to express the Words [*will, were, was, wast, would, wouldst*] make and use the Character in the Table appointed in like Form, Order and Manner as you are before directed touching the Pronouns.

As to the Words [*might, may, must*], observe the same Order. The word [*ought*] has a peculiar Character: So hath the Word [*should*.] The Words [*can, canst*] are to be expressed by the Character appointed for
C 3 them

them above the Line; and the Words [*could, couldst*] by the same Character on the Line. A peculiar Character is for [*let*], and another for [*when.*] The Character (for the rest of the Words in this Table) is to be used as the Character for the Pronouns; that is to say, above, on, and under the Line, as there shall be occasion.

The *Pronouns* will be easily distinguished, tho' a *Title* is used to express more than a dozen Words: For [*I*] and [*Me*] can never be mistaken one for another (unless you make what you read Nonsense :) The Pronouns [*My*] and [*Mine*] &c. have always their Substantives annexed or understood.

The young Learner of our Short-hand may Rule the Paper (on which he intends to write) with the point of his Ivory-hafted-Penknife, or some other thing; which I conceive will much ease him in his Writing and Reading thereof.

C H A P. VI.



THAT this Art of Short Writing may be placed on its true and proper Foundation, I shall lay down two General Hypotheses; and from thence deduce and apply some General and particular Rules, to render the Art more feasible.

Hypothesis I.

Whatsoever the Understanding can supply in reading our Short-Writing, may be omitted in the writing thereof.

Hypothesis II.

That which may in (*writing*) be easily expressed or distinguished by other means, need not be distinguished by Characters.

From the first Hypothesis these Rules are deduced, viz. The Articles [*a, an*] and sometimes [*the*] may be omitted and supplied in reading before Nouns (as well as they are in Latin) For they are Notes of Particularity and Individuation, and the Sense will shew when they are to be supplied.

The same Letters (that is, where there are two of one sort) need not be doubled either in the Middle or Ends of Words, as [*l*] in [*follow*] [*Bell*] &c.

All compound *Sounds*, whether Vowels or Consonants, may be reduced to their *simple Sounds*, as [gh] to [f] in *laugh, cough*, &c. for you need write no more than *Laf, Cof*. Likewise [ck] is reduced to [c] in [black] &c. And [ts] and [cks] to [x], as in [Aets, Flocks, &c.] write *Ax, Flox*. Diphthongs are reduced, as before, *Table the First*.

All Letters (but a little, or not at all sounded) are left out: As [ugh] in *taught*; *Thought*, and may be thus written, *tat, thot*, &c. [b] in *dumb, doubtr*, &c. [d] in *handsom, stand*, &c. [c] in *acquit*. [g] in *flegm, reign*, &c. [gh] in *high, might*, &c. [h] in the middle between two Vowels, as in *vehement*. [l] in *Balm, Psalm*. [n] in *Hymn, solemn*, &c. [p] in *tempt*, &c. [s] in *Isle*. [t] in *Aet, Castle*; and always before [ch]; as [catch] may be written [cach] [w] in *wrath, whole, answer*, &c. [ue] in *Plague, League*, &c. Et sic de aliis.

The Vowel is frequently drowned when a Liquid follows; and the same Liquid may be joyned without observing the *Vowels* place (especially in the last Syllable.) Liquids are these four Letters, [L, M, N, R.] The Vowel [e] before [l] is drowned in the pronouncing of [l]; and so it is before [m] and [n]; And the Vowel [a] is drowned in the sound of [r.] For Instance, You may

may express the Word [*cart*] by writing only [*crt*] &c.

The Particle [*of*] (when it comes between two Substantives) may always be left out in Writing, and supplied in Reading ; which will be done without any difficulty at all : For when-ever you find two Substantives (without any thing between them) [*of*] must be read. The Rule is general, save only in case of Apposition, (that is) when both Substantives belong to one Person or thing ; for then [*of*] must not be read, as the Sense will easily shew. For example, *My Father, Merchant and Citizen, &c. James Duke, &c. My Friend John, &c.* For in this case you cannot read [*of*] but you will make Nonsense ; And in the former case you cannot make Sense without it.

Thus you see that this last Rule (without any charge at all to the Memory) contracts all those kind of Sentences, which commonly Short-hand Books have large Catalogues of, and Characters to write them by, (to be learned by Heart :) As *Kingdom of God, Kingdom of Christ, &c.* For this Rule comprehends them all, and a Thousand others. Neither is it any Conveniency to joyn the two Words together, (as Mr. Metcalf do's ;) for it is more legible to write them asunder, and as soon done.

This

This Rule also will comprize a great part of Mr. Rich's Contractions. And I leave it to the Ingenious Practitioner to Judge, whether it be not as easy to write two Characters in a *right Line* (one after another in the same Order that the Words are spoken) as to write a Character for the *last Word*, and to make two or three *Tittles* behind it to signify the former Word.

The Terminations [*est*] [*eth*] may be omitted in *Verbs*. For Example, Write only [*love*], and the Person going before will determin whether to read [*love*, *lovest* or *loveth*]: For the Person do's as infallibly shew the *ending* or termination of the *Verb* in English; as (in Latin) the termination of the *Verb* do's the *Person*, or *Nominative Case*. So write [*have*] for [*hast*, *hath*] &c. as in the Tables of the *Pronouns* and *Verbs*, Table the 6th.

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ve
c.
s,

P.

Contraction of Words

h	apprehend	eh	congratulate
h	apprehender	eh	apprehen. er
h	apprehension	eh tion
h	apprehended	eh ting
h	apprehending	eh ted
h	apprehensive	eh	contemplate
h	apprehensively	eh ter
h	apprehenders	eh tion
h	apprehensions	eh ting
h	apprehens. man	eh ted
h	abreviate	eh	contradict
h	abreviater	eh cter
h	abreviation	eh tion
h ed	eh ing
h ing	eh ed
h	administer	eh	absolve
h	administratour	eh	absolver
h tion	eh	absolution
h ting	eh ing.
h ed	eh ed
h te	eh uite
h tious	eh utely

Contraction of Words

2	demonstrate	2	convert
2tion	2tion
2tive	2tible
2tively	2ting
		2ted
4	observe		
4tion	4	consume
4ative	4tion
2	command	4tive
2er	4tively
2ment	4ing
2ing	3	contemn
2ed	3pt
2	commend	3ible
2ation		
2ing	2	damn
2able	2er
2ably	2ation
		2able
		2ably
6	affirm	2ing
6ation	2ed
6ative	2	condemnation
6atively	2	

TABLE	
1. 1000	1000
2. 1000	1000
3. 1000	1000
4. 1000	1000
5. 1000	1000
6. 1000	1000
7. 1000	1000
8. 1000	1000
9. 1000	1000
10. 1000	1000
11. 1000	1000
12. 1000	1000
13. 1000	1000
14. 1000	1000
15. 1000	1000
16. 1000	1000
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26. 1000	1000
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80. 1000	1000
81. 1000	1000
82. 1000	1000
83. 1000	1000
84. 1000	1000
85. 1000	1000
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88. 1000	1000
89. 1000	1000
90. 1000	1000
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CHAP. VII.

Explains the 7th and 8th Tables, and the first Column of the 9th.



FROM the Second Hypothesis are deduced Rules of *Contraction*, which in our *Art* of Short-hand must be of *Words* and not of *Sentences*. The first General *Rule* is to reduce all Derivative Words to their Primitives, And this one Rule will contract some Thousands of *Words* consisting of Three, Four or Five *Syllables* to one or two *Syllables*. For the more easy understanding of which *Contractions*, the following Rules are to be Noted, that almost of every Verb (by us called a Primitive) there is formed or derived two kind of Substantives; the first of which Substantives denotes the Person or Doer. As for Example,

The Sylla- bles.	er	} Added to these Pri- mitive Verbs	teach	} Make them derivative Substan- tives, as	Teacher
	or		govern		Governor
	our		save		Saviour
	ton		glut		Glutton

And

And the latter of the aforesaid Substantives denotes the Act or thing done. As

The Ter- mi- na- tions	age	} Added to these Primi- tive Verbs	pass	} Make them deriva- tiveSub- stantives as,	passage
	ance		accept		acceptance
	ation		tempt		temptation
	cation		glorify		glorification
	ence		confide		confidence
	er		dine		dinner
	ition		add		addition
	ion		promot		promotion
	ment		Judge		Judgment
	sion		divide		division
	ure		please		pleasure

Also of every Primitive *Verb* there is formed or derived two *Participles*: The first ending with the Syllable [*ing*], and the latter ending with the Syllable [*ed*], or with the Letter [*n*]. As of [*Love*] *Loving*, *Loved*. Of [*Bite*] *Biting*, *Bitten* &c.]

Again of Primitive *Verbs* there are made or formed *Adjectives*, by adding the Terminations under-written, viz.

The Ter- mi- na- tions	able	} Added to the Primi- tive Verbs	move	} Make deriva- tive Adje- ctives, as	movable
	ant		please		pleasant
	ative		talk		talkative
	cial		judg		judicial
	dient		obey		obedient
	ent		confide		confident
	oneous		err		erroneous
	som		irk		irk-som
	rive		attend		attentive
	ute		absolve		absolute

If the Syllable [*ly*] be added to any of the aforesaid Ajectives, they become Adverbs, as *Judicial*, *Judicially*, &c.

When you have written the Primitive *Verb* in *Character* (or so much thereof as is needful to be written) you are first to supply and express any one of the aforesaid *Syllables* or *Terminations* by placing a *Tittle* on the *Left Hand* of the uppermost part of the *Character* or *Characters*, written to express the *Primitive*; which *Tittle* makes it a *Substantive* denoting the Person or Doer: As you may see by writing the Word [*Apprehender*] in the 7th Table, and the like in the 8th Table.

A *Tittle* placed exactly in the *middle* (over the Top of the *Character* which is written for the *Primitive*) makes it a *Substantive* denoting the Act or thing done; as in writing the Word [*Apprehension*.]

A *Tittle* placed parallel or equal with the upper part of the *Primitive*, (on the right Hand thereof) makes it a *Participle*, or Word called a *Participle* ending with [*ed*] or [*n*], as you may partly see in writing the Word [*apprehended*], and a small parallel stroke or Dash (in the place and stead of the last mentioned *Tittle*) makes the *Primitive* a *Participle* ending with [*ing*], as in the Word [*apprehending*], and the like.

A Tittle directly under the middle of the *Primitive*, makes it an *Adjective*, as [*apprehensive*.]

But if the Tittle be placed parallel or equal with the lower part of the *Primitive* (on the Right Hand thereof) it makes the *Primitive* an *Adverb*, ending with the Syllable [*ly*], as *judicially*. And this Rule for expressing the Syllable [*ly*] is always to be observed, if the Word be an *Adverb*.

If a *Verb* end with the Syllable [*ify*], you may express such *Verb* by writing the former part of the *Word*, omitting [*ify*], as [*sign*] for [*signify*], and the Sense will infallibly distinguish between *Nouns* and *Verbs* in reading, as well here as in our *English Orthography*, where I could instance several Words of the same *Etymology*, which stand both for *Nouns* and *Verbs*, and yet are never mistaken in reading. And indeed in time, by long Use and Practice, these things will be so familiar, that the Tittles to distinguish these, and the following, Parts of Speech, may be wholly left out.

<p>1. The first thing I did was to go to the bank and get some money out of the machine.</p>	<p>2. Then I went to the post office and sent a letter to my mother.</p>
<p>3. After that I went to the library and borrowed a book.</p>	<p>4. Finally I went to the park and played for an hour.</p>
<p>5. I then went to the cinema and saw a very good film.</p>	<p>6. I then went to the shop and bought some food.</p>
<p>7. I then went to the bank and put the money in the machine.</p>	<p>8. I then went to the post office and sent a letter to my father.</p>
<p>9. I then went to the library and returned the book.</p>	<p>10. I then went to the park and played for an hour.</p>
<p>11. I then went to the cinema and saw a very good film.</p>	<p>12. I then went to the shop and bought some food.</p>
<p>13. I then went to the bank and put the money in the machine.</p>	<p>14. I then went to the post office and sent a letter to my mother.</p>
<p>15. I then went to the library and borrowed a book.</p>	<p>16. Finally I went to the park and played for an hour.</p>
<p>17. I then went to the cinema and saw a very good film.</p>	<p>18. I then went to the shop and bought some food.</p>
<p>19. I then went to the bank and put the money in the machine.</p>	<p>20. I then went to the post office and sent a letter to my father.</p>
<p>21. I then went to the library and returned the book.</p>	<p>22. I then went to the park and played for an hour.</p>
<p>23. I then went to the cinema and saw a very good film.</p>	<p>24. I then went to the shop and bought some food.</p>
<p>25. I then went to the bank and put the money in the machine.</p>	<p>26. I then went to the post office and sent a letter to my mother.</p>
<p>27. I then went to the library and borrowed a book.</p>	<p>28. Finally I went to the park and played for an hour.</p>
<p>29. I then went to the cinema and saw a very good film.</p>	<p>30. I then went to the shop and bought some food.</p>

form	u	Larv
ation	u	lawyer
ative	u	larves
atively	u	lawfulness
Judg	u	larvfull
ment	u	lawless
icial	u	lawfully
aly	u	lawlessly
ing	u	lawles=man
purge	u	lawles=men
ation	7	god
treat	7	godhead
ment	7	godly
tempt	7	ness
ation	u	Lord
dure	u	lords
alion	u	lordship
abate	u	lordly
ment	u	lordlines
govern	u	world
ment	u	ling
save	u	ly
iour	u	man
ation	7	fear
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ably	7	ness
	7	less

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e	fulnes	n	ly
e	full	n	man
e	less	n	men
e	fully	u	love
e	testy	u	ly
e	tes man	u	nes
e	ful men	~	wealth
n	King	~	y
n	dom	o	hand
n	lie	o	som
e	courage	o	nes
e	ious	o	ly
e	ly	o	man
e	man	W	heart
e	men	W	tie
G	child	L	angel
G	ish	L	ical
G	nes	L	friend
G	ishly	L	less
G	man	y	beauty
pe	peace	y	ful
pe	able	z	duty
pe	nes	z	ful
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CHAP. VIII.

Explains the latter Column of the 9th, and also the 10th Tables.



O a *Primitive Substantive* (denoting matter or business) there is commonly added one of these Syllables [*er-ster-ying*] And thence are produced *Substantives* (or Words) that denote the *Person* or *Agent* employed about the same matter or business. As

The Syl- la- bles	<i>er</i> <i>ster</i> <i>yer</i> <i>ling</i>	Added to these <i>Primi</i> <i>tive Substan</i> <i>tives</i>	<i>Garden</i> <i>Game</i> <i>Law</i> <i>World</i>	makes these <i>Substan</i> <i>tives</i>	<i>Gardener</i> <i>Gamester</i> <i>Lawyer</i> <i>Worldling</i>
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To *Substantives* that denote the *Person* or *Business*, there are commonly added Syllables which concern or relate to the *Quality* or *Office* of the same *Person* or *Thing*: As for Example.

The Syl- la- bles	<i>dom</i> <i>hood</i> <i>ship</i> <i>rick</i> <i>wick</i>	Added to these <i>Substan</i> <i>tives</i>	<i>King</i> <i>Man</i> <i>Lord</i> <i>Bishop</i> <i>Bayli</i>	make	<i>Kingdom</i> <i>Manhood</i> <i>Lordship</i> <i>Bishoprick</i> <i>Bayliwick</i>
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To

To divers other *Substantives* there are frequently added several *Terminations*, whereby they become *Adjectives*: As,

The Ter- mi- na- ti- ons	{	able	}	Added to the Substan- tives	{	reason	}	make these Ade- ctives	{	reasonable	}
		all				sacrament				sacramental	
		eous				right				righteous	
		full				power				powerful	
		ible				force				forcible	
		ical				angel				angelical	
		ish				child				childish	
		ious				courage				courageous	
		less				end				endless	
		ly				friend				friendly	
		ous				danger				dangerous	
		som				band				handsom	
						dirt				dirty	

When you have written the Character for the *Substantive* (denoting *matter* or *business*) you may place a *Tittle* on the Left Hand of that Character (even with the upper part thereof) which *Tittle* will signify the *Person* or Agent. As [*Law, Lawyer*] in Table 9.

When you have written the *Substantive* denoting the *Person* (in Character,) then if you place a *Tittle* directly over it, it signifies another *Substantive* derived from the former, (not concerning the *Person*, but some other thing (as aforesaid) as [*King, King-
dom*][*band, handsom*] Table 10.

To

To make a Substantive of the Plural Number, you are to write a small down-right Dash or little stroke on the right hand over the forepart of the Character : As [*Laws, Lords*] in Table 9. But if the Termination of any Substantive be expressed by a Tittle, as [*Apprehender*] Table 7. then to make the Plural Number, you must add a small down-right Dash (to the Tittle, which expresses the Termination :) As [*Apprehenders, Apprehensions*] in the said Table.

To express any of the before-mentioned Terminations (when they are added to Primitive Substantives, whereby they become Adjectives) you are to set a Tittle exactly under the middle part of the Character (written for the Primitive Substantive) As [*Law-Lawful*] [*Fear-Fearful*] [*Courage-Courageous*] [*Child-Childish*] [*Peace-Peaceable*] Tables the 9th and 10th.

Note, that sometimes there is a necessity to express both the Terminations [*full*] and [*ly*] (the Adverb) in one and the same Word, to distinguish such a Word from another Word ending with the Terminations [*less* and *ly*.] As to write and distinguish the Word [*lawlessly*] from the Word [*lawfully*], or the like.

In such case, to write or express the Termination [*less*] you must regularly place a Tittle just even with the hinder
D. part

part of the *Character* on the Left Hand; as [*Lawless*] [*Careless*] Table 9. and 10.

But if you write the Word [*Lawlessly*], or the like, you may omit the making of the aforesaid Tittle for [*less*]; and make only one Tittle for [*ly*], and the Word will be easily read, notwithstanding that omission.

CHAP. IX.

Explains the 11th and 12th Tables.



O divers Primitive *Adjectives* and *Participles* the Syllables [*ness*, *ty*, *ity*] &c. being added, they become *Substantives*; as [*Good-Goodness*] [*Frail-Frailty*] [*Stupid-Stupidity*] &c.

If you first write the *Primitive Adjective* or *Participle* (in *Character*) and would express the *Comparative Degree*, make a long *Tittle*, or small *down-right Dash* (on the left hand) at the upper part of the *Character* (written for the *Primitive*) as you may see by the words [*Wise-wiser*] [*Happy-Happier*] in Table 11.

A *Tittle* placed exactly over the top of the *Character* (written for the said *Primitive Adjective* or *Participle*) denotes the said

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bounty = full	w	vile = ifie
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ly	w	est
man	w	any
men	w	anous
Justify	w	ly
cation	L	fat
able	i	nes
ably	L	foul
just:man	L	som
men	L	nes
er	r	tall
est	y	er
bold	J	est
er	i	nes
est	i	man
nes	3	good
ly	3	beller
man or	3	best
wise	3	man
er	op	happy
est	op	nes
dom	op	er
ly	op	est
man	op	man
men	op	men

cruel	el	fals ifie
or (or) more cru.	ig	ness
est (or) most cruel	ig	ification
tie	ig	ied
ly	ig	ing
man	ig	ifier
men	ig	man
carnal	ig	men
itie	h	honest
ly	h	er
man	h	most honest
men	h	tie
holy	h	man
ness	h	men
man	rf	ripe
men	rf	ness
sober	rf	en
ness	rf	ed
bricty	rf	ing
ly	rf	er
man	rf	est
men	oz	Strong man
fullness	or	Strength

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said Substantive thence derived, as, [*Bold-Boldness*] [*Tall-Tallness*], &c. in Tables 11, and 12.

If the Monosyllable [*Man*] immediately follow any Primitive Adjective; You are to make a small sidelong Dash or stroke over the fore-part of the Character, (written for the Adjective) mostly towards the right-hand: As, [*Just Man*] [*Bold Man*]. Table 11. And two like Dashes in the place aforesaid to express [*Men*]; as, [*Just Men*] [*Wise Men*] Table 11. But if the Adjective be derivative, (that is, if it end with any of the aforesaid *Terminations*;) then to express [*Man*] you must add a *Tittle* (in the same Line) to that *Tittle* which expresses the Termination; and in that case it will signify [*Man*]: And in stead of that *Tittle* in the same Line, if you place a *Tittle* directly under the former of those two *Tittles*, it will stand for [*Men*]: As, [*Lawless Man-Lawless Men*] [*Careless Man-Careful Men*] Tables the 9th and 10th.

A little *down-right Dash* or Stroke on the Left Hand of any Adjective or Participle (even with the lower part of the Character for the same) signifies the Superlative Degree: As, [*Vile-Vilest*: *Tall-Tallest*]. Table 11.

And a *Tittle* under the fore part signifies the *Adverb* or Syllable [*ly*].

Thus you see that above Fifty Terminations (consisting of one, two, three, four, and sometimes five Syllables) are all supplied by a single Tittle.

Those that cannot have time to learn the Parts of Speech in *Chap. 4.* may, (for the more easie understanding the foregoing Contractions) perfectly learn all the foregoing Terminations, as they are dispersed in their respective Chapters, and the places assigned to express those *Terminations*. This Method is plain, natural and regular: For that which is first pronounced is first written, and the ends of Words are contracted: And when you hear a Derivative Word spoken, you must write only the Primitive of it; or, at least, so much of the Primitive as is sufficient to distinguish it from other Words, and supply the Termination by a Tittle. As for Example, When you hear any of these words, viz. *Apprehender, Apprehension, Apprehended, &c.* you must write only so much as is sufficient to express their Primitive [*Apprehend*], and place a Tittle over the hinder part of the Primitive, to signify the Termination or Syllable [*er*], or a Tittle over the middle for [*sion*], or over the fore-part for [*ed*], &c. As is before set forth more at large in the 7, 8 and 9th *Chapt.*

The image shows a document page with multiple columns of text. The text is extremely faded and blurry, making it completely illegible. The layout suggests a structured format, possibly a ledger or a table with several columns. The paper appears aged and the scan quality is very poor.

consec=	tion	compend=	ious
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int		accomp=	any
evang=	elist	adjec=	tive
elical		advant=	age
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ly		Cum multis aliis &c	

7	abject	3	eschew	2	strong
7	abrupt	2	ascribe	6	throng
4	accept	1	achieve	2	swarm
2	absolve	2	although	1	frost
5	accept	2	ostridge	3	grudge
1	anoint	2	ostler	1	trump
3	accuse	1	banke up	1	plunge
2	account	2	approach	1	blasphemy
2	advance	2	destroy	5	chiasm
6	affable	1	bestride	2	frenzy
6	affect	1	le sprinkle	1	blame
6	affirm	2	abstain	2	spring
6	afflict	8	express	2	stink
6	afford	8	extricate	1	prince
6	afresh	1	baptize	1	blind
2	allege	1	carnal	2	dimind
2	almost	2	doctor	1	thimble
2	altruism	1	sorbid	1	brun
2	ambush	2	defend	2	deft
2	amen	1	consecrate	2	shrill
2	among	2	depress	1	yacht
1	amaze	2	distant	2	moose
2	comfort	2	exalt	1	wort

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11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

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Thus when you see the Primitive [*Ap-
prehend*], and a Tittle over the hinder part
to signifie [*er*], it can be nothing but *Ap-
prehender*. And if the Tittle be placed over
the middle of the Primitive, you'll imme-
diately know it signifies one of those Ter-
minations which are assigned to be expres-
sed by it, and so can be no other than [*Ap-
prehension*].

We call those Words Primitives in this
Art, of which Words of more Syllables
may be made or derived; and those Words
we call Derivatives, which are so made, that
is, when any of the aforesaid Syllables or
Terminations in *Chap. 7, 8, & 9.* are ad-
ded to a Word.

CHAP. X.

Explains the 13th and 14th Table.



BUT forasmuch as there be
many Primitive Words,
(consisting of three, four
or more Syllables) and ma-
ny other long Words, which
have no Primitives to be
reduced to. I will there-
fore, (according to my first Proposition)
bring all Words down to two Syllables:
And

And to that end I shall lay down this general Rule, viz. No Word need be written any further than to distinguish it from other Words. And because this Rule is of greater use than can easily be believed (by any at the first View) I shall branch it into two or three Particulars.

First, Almost all Words, (Primitives and others, consisting of more than two Syllables) may be written only with two Syllables, including the first Consonant of the Third Syllable. As, [Aband] for [Abandon], [Abrog] for [Abrogate], [Accomp] for [Accompany] &c. Table 13.

And sometimes in Words of two or three Syllables (if two different Consonants come between two Vowels) the latter Vowel, with the rest of the Word that follows may be omitted. As for Example, write only [Bapt] for [Baptize], which is sufficient to distinguish it from other words. Vide Table 14.

And here will be no coincidence, but what will be easily distinguished; nor any difficulty in reading, (if you do carefully express your Terminations by a Tittle, as is taught before,) or else when we write [Relig] it will not be so easily known whether to read [Religion] or [Religious.] But the Tittle placed above, or under the Character presently determines the Doubt. And so of the rest, Table 13. All

l {blee blame bloud.	l {friend frame from	o {smite smart smoke	r {eat air hour
t {bring brave brother	v {glean glad glory	o {sneak snarl snow	! {owe. O. sh. ong oath
6 {cherish charity church	7 {grieve. grief grave grove	of {spirit speak spouse	1 {by buy but
o {christ christian chronical	7 {great grace ground	o {sweet sway swore	o {doe} = no 7 {go} = the o {sa} = to
o {clean claim cloud	~ {knew knot know	o {the. th. a thence there	
o {creat craft crown	o {please place plough	o {when. ce where who	
o {dread draw drown	o {preach pray. praise prove	o {with whether wither	
o {dwell dwarf down	o {sheep shame shoe	o {eat eatth out	
o {flesh flame flourish	o {sleep slave slow	o {either ought other	

The Lord's prayer
 Give us this day our daily bread
 And lead us not into temptation
 But deliver us from evil
 For thine is the kingdom
 And the power
 And the glory
 Forever
 Amen

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5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
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97	98	99	100

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All Words of one or two Syllables (ending with two Consonants) may lose the last Consonant: As, [Stron] for [Strong], [Abjec] for [abject.] Table 14.

But if there happen three Consonants (between two Vowels) in any word of one, two, or three Syllables, the latter Vowel (with all the rest of the word that follows) may be omitted; as, [esch] for [eschew], [ascr] [ascribe], [thimb] for [Thimble.] Table 14.

CH A P. XI.

 HOSE Words (that are enumerated in the Fifteenth Table) are (by our Authors Direction) to be written, by applying only double Consonants or Initial Characters, which are to be varied above, in, or under the Line, as you are before directed for the Prepositions, &c.

Symbolical Characters are properly the work of every Practitioner, and therefore words may be collected according to their own Fancies, and written by such Characters as they shall think most expedient.

In the latter part of this 15th Table you have a Specimen of this Art, written by a Youth of about 14 Years of Age, who learned this Art in a Month so perfectly,

ly, that he could write any of the Propositions, or Initial Characters, in a strait Line (without placing them above, in, or under the Line, as aforesaid) and read them distinctly without any difficulty. The Spoken is inserted as follows:

THE Moral Law is the unchangeable Rule of Christian Mans Adoration of God, the Summary of which is the Decalogue, or Ten Commandments, which was written by the Finger of God upon Tables of Stone, and thundered down from Heaven, who said thus, That we should give no Adoration or Worship to any other Deity, besides himself; that his Resemblance must not be made by Images; that Veneration must be given to his Holy Name; that the Sanctification of the Seventh-Day Sabbath is to be religiously Solemnized; that we must be obedient to our Parents; that no Murder is to be perpetrated on the Body of a Man; his Chastity, Goods or Reputation is not to be violated; nor so much as coveting any thing unlawfully.

We hope by this time we have given the Diligent Practicer sufficient Instructions to write not only quickly, but *verbatim*, after the Speaker: And we shall forbear to add any thing concerning the Conveniency or Benefit of this Art; but shall leave the Learner to speak the Praise of the Author according to his Merit.

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this Art) the Publisher (who
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Well-Close) will attend any such
at convenient hours : And also
Abraham Nicholas School-Master
near *St. Mary Magdalens* in *South-
wark*.